

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS0274157**

Date Posted: **10/03/11**

POSITION NO: **233893**

Closing Date: **10/14/11**

CLASS CODE: **4085**

POSITION TITLE: **Custodian**

DEPARTMENT NAME: **DGS/Fleet Management Department**

DEPARTMENT NO: **27** WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R54A**

Days: **5 days/week**

Permanent: ☒

SALARY:

Hours: **40 hrs/week**

Temporary: ☐

Duration: \$ **16,120.00** Per Annum

Part-Time: ☐

No. of Hrs/Wk: \$ **7.75** Per Hour

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, perform entry level custodial duties of routine difficulty at building, facilities, and properties; performs related work as assigned. Clean and sanitize restrooms, kitchens, offices, conference, classrooms, buildings, furniture and equipment; sweeps, mops, dusts, vacuums, shampoos carpets; empties trash and relines containers; polishes furniture; pick up trash on/around interior/exterior of building and facilities; maintain list of supplies needed and replenishes; clean entrance, window and door glass.

Reads and mixes cleaning chemicals and disinfectants according to directions; follows health, safety and environmental regulations in the proper use and disposal of chemicals, disinfectants, and containers; secures all equipment, supplies in a safe manner; moves furniture and equipment as requested; maintains awareness of personnel and secures building.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED;

Experience:

Knowledge of custodial cleaning methods, practices, and procedures; knowledge of occupational safety, health regulations, and guidelines; knowledge of custodial equipment preventative maintenance, and repair; knowledge of environmental protection regulations and guidelines; knowledge of utilization of custodial equipment and tools.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Skill in safely cleaning and disinfecting buildings and facilities; skill in utilizing health safety, environmental policies, practices, and procedures; skill in loading, storing, delivering, maintaining, and securing custodial supplies and equipment; skill in forwarding verbal and written communication; skill in safely utilizing cleaning materials, chemicals, and supplies; skill in retrieving vehicles with tow truck; skill in repairing tires, dismounting and remounting; and skill in establishing and maintaining effective working relationships. Applicant must be able to attend trainings to acquire CPR/First-Aide Certifications.

License/Certification Requirements:

Must possess a valid state driver's license; obtain a Navajo Nation driver's permit; position may require additional requirements based on area of assignment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99